

BREANNA GRAFTON

Personnel Program Specialist

Benefits Management
Full-time Employee Payroll
Onboarding - Members, Staff
Insurance Open Enrollment
Retired Member Insurance

KELLEY PENDERGRASS

Personnel Analyst

Part-time/Seasonal Employee
Payroll
Onboarding Members, Staff
Leave and Attendance
Higher Ed Waivers
Loan Forgiveness Waivers

JAMIE EATON

Administrative Fiscal Analyst

Member Postage/Printing Mgt
Locker Lease Management
Accounts Payable
Press Corp Lease Mgt
Banking Deposits

MCKENZIE LEE

Administrative Fiscal Analyst

Member Travel Expenses
Staff Travel Expenses
Annual Member Expense
Summary
Airline Reservations

SCOTT KYLE

Administrative Fiscal Analyst

Security Badging Mgt
Member Resolution Framing
Monthly Expenditure Monitor

ROBERT ROBERTSON

Supply Office Manager

Maintain Supply Inventory
Order Operational Supplies
Order Moving/Packing
Supplies
Conduct Annual Operational
Inventory

VACANT

Administrative Assistant

Greet Incoming Guests
Receive and Distribute Mail
Answer Incoming Phone Calls
Assist Staff with Filing